Leadership for Engagement Survey (L4E)

[Custom welcome letter]

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement informs you of why OPM is requesting the information from you.

Authority: OPM is authorized to collect the information requested pursuant to 5 U.S.C. § 4702 – Research Programs.

Purpose: OPM is requesting this information to gather input about leadership competencies. OPM will use this information to identify leadership strengths and challenges and to identify strategies that will help improve leadership behaviors.

Routine Uses: In any public release of survey results, no data will be disclosed that could be used to match your responses with your identity. The information requested may be shared externally as a "routine use" as specified in the system of records notice associated with this collection of information, OPM GOVT-6, Personnel Research and Test Validation Records, OPM GOVT-6.

Consequences of Failure to Provide Information: Providing this information is completely voluntary and there is no penalty if you choose not to respond. However, maximum participation is encouraged so that the data will be complete and representative.

Public Burden Statement

The public reporting burden to complete this information collection is estimated at 20 minutes per response, including time for reviewing instructions, searching data sources, gathering, and maintaining the data needed, and the completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden to the Office of Personnel Management, Assessment & Evaluation at Organizational_Assessment@opm.gov. Current information regarding this collection of information – including all background materials -- can be found at https:/www.reginfo.gov/public/do/PRAMain by using the search function to enter either the title of the collection (Leadership Assessment Surveys), or the **OMB Control Number (3206-0253**).

Continue to the next page to begin the survey.

On the last page of the survey, click the <u>Submit Responses</u> button to submit your responses. Once you submit your responses, you will not be able to access your survey again for any reason.

Part 1: Leadership Behaviors

How much improvement does this leader need in...
1=Extensive, 2=Considerable, 3=Some, 4=Slight, 5=None, 6 = No Basis to Judge/Not Applicable

Support
1. Treating others with courtesy and respect.
2. Treating employees fairly (for example, not playing favorites).
3. Advocating for employees' needs.
4. Defending employees against unjust criticism.
5. Supporting employees' need to balance their work and family/personal life.
6. Following through on commitments and promises.
7. Resolving conflicts effectively.

Structure
8. Informing employees of issues that might affect their work.
9. Ensuring that employees understand their work responsibilities.
10. Reviewing employees' progress toward goals on a regular basis.
11. Providing employees with constructive feedback to improve their job performance.
12. Recognizing employees for doing good work.
13. Delegating work effectively.
14. Making the most of each employee's talents to meet organizational goals.

Empowerment
15. Being open to new ideas and opinions.
16. Establishing buy-in for new ideas and initiatives.
17. Taking employee suggestions seriously.
18. Valuing multiple perspectives.
19. Encouraging employees to provide feedback.
20. Involving employees in decisions that affect their work, when appropriate.
21. Explaining the reasoning behind changes to employees' work.
22. Recognizing own strengths and weaknesses.

Growth
23. Being responsive to employees' requests for advice or assistance.
24. Creating an environment where honest mistakes are treated as learning opportunities.
25. Ensuring that employees receive the training needed to perform their jobs.
26. Supporting employees' participation in developmental opportunities needed to advance in their careers.

Credibility
27. Demonstrating a high level of expertise in area of responsibility.
28. Taking charge to address issues and solve problems.
29. Communicating the goals and objectives of the organization.
30. Maintaining a positive and optimistic outlook.

Leadership Comments
31. What are your leader's greatest strengths as a leader?
32. What is one thing your leader could do to improve your satisfaction at work?

Part 2: Work Unit/Team Climate

1 = Very Dissatisfied, 2 = Dissatisfied, 3 = Neither, 4 = Satisfied, 5 = Very Satisfied, 6 = No basis to judge/Not applicable

Overall Satisfaction

33. Considering everything, how satisfied are you with your work unit/team?

1 = Strongly Disagree, 2 = Disagree, 3 = Neither, 4 = Agree, 5 = Strongly Agree, 6 = No basis to judge/Not applicable

Climate Indicators

34. My work gives me a feeling of personal accomplishment.
35. I am proud to be part of my work unit/team.
36. Employees are treated fairly in my work unit/team.
37. I feel valued as an employee of my work unit/team.
38. My talents are used well in my work unit/team.
39. I am satisfied with the recognition I receive for doing a good job.
40. I am satisfied with my involvement in decisions that affect my work.
41. I feel encouraged to come up with better ways of doing things.
42. I receive the opportunities needed to advance in my career.
43. The people in my work unit/team cooperate to get the job done.
44. My work unit/team is a welcoming and inclusive place to work for all employees.
45. There is open communication among employees in my work unit/team.
46. I have the supplies, materials, and equipment needed to perform my job well.
47. I have enough information to do my job well.
48. I receive sufficient training to be effective in my current job.
49. I know what I need to do to be successful.
50. I know how my work contributes to my work unit/team's success.
51. My work unit/team is prepared to meet new challenges.
52. I believe my leaders will act based on the results of this survey.

Climate Comments

53. Please use the following space to describe what your work unit/team is doing well.
54. Please use the following space to describe what your work unit/team should change.